

MLTI EP Summer Redistribution 2015 - Process Guide

Drop-Off Schools

Step 1

Reset and wipe all iPads to their original factory settings. All passwords and iCloud accounts should be removed from the device.

Step 2

Package all assets (iPads, MacBooks, HP ProBooks) in their cases, including all chargers and cables (as well as the MacBook/iPad charger duckheads) that belong with each asset. Make sure that all assets are charged to around 80% before being properly shut down.

Note: **All assets must be in good working condition** or the Enrollment Pool School has the right to refuse any non-working or damaged assets.

Step 3

Fill out the MLTI EP Summer Redistribution 2015 Form titled "Drop Off Form." Be sure to include asset totals, as well as all asset numbers.

Step 4

Contact your assigned EP School and setup a time where you can deliver the assets. Be sure to have the EP Representative sign the Drop-Off Form stating that you have released the assets to the EP School. Two copies of this form should be made. One for the Drop-Off School, and one for the EP School.

Step 5

You're done! Enjoy the summer! Thanks again for your help and cooperation in making sure we have a smooth and successful distribution of assets.

Terms and Conditions for Drop Off Schools

All devices dropped off by the drop-off school must be in good, working condition. There should be no visible damage to any of the devices being given to the EP School. All chargers, cables and duckheads should be with each asset, which should also be in the case that it was provided with. In the event that any out of warranty damage is found, you, the drop-off school are financially responsible and will be billed accordingly. Your school will be financially responsible for any damages found on the assets until 10 business days after the new pickup school has taken over management of your old assets from the EP School. The EP School is not financially responsible for any out of warranty damages found on the assets.